

United States District Court

District of South Dakota

Office of the Clerk
Room 128, Federal Building
400 S. Phillips Ave.
Sioux Falls, SD 57104-6851
www.sdd.uscourts.gov

Joseph
Haas
Clerk of
Court

Telephone

(605) 330-
6600

POSITION: OFFICIAL COURT REPORTER

Official Duty Station: Pierre, South Dakota

Starting Salary Level 1 (\$67,631) to Level 4 (\$77,776)

Closing Date: April 30, 2007

The United States District Court for the District of South Dakota has an opening for an Official Court Reporter. Official Court Reporters serve at the pleasure of the Court and must comply with requirements of the Judicial Conference of the United States and the Court Reporter's Manual published by the Administrative Office of the United States Courts. Regular travel to the Federal Courthouse in Aberdeen, South Dakota is required. Periodic travel to other court locations in the district may also be required. The person selected for this position must be able to provide their own transportation when required. Expenses incurred in travel away from the incumbents duty station is reimbursed through a schedule established by the General Services Administration.

Overview: The Official Court Reporter records verbatim testimony by computer assisted technology (CAT) for civil and criminal court proceedings and for any other purpose as directed by the Court. At the request of a party or the court the reporter provides transcripts within time frames and cost requirements established by the Judicial Conference of the United States. The Court Reporter is responsible for determining that billings and formats comply with Judicial Conference requirements.

Level 1-An Official Court Reporter must possess four (4) years of court reporting experience either as a freelance reporter and/or a court reporter and must be a Registered Professional Reporter.

Level 2-To qualify for Level 2, an Official Court Reporter must possess ten (10) years of court reporting experience in a United States District Court. Time spent serving as a contract or per-diem reporter in a Federal Court may be credited toward the ten-year requirement or the reporter must be a Registered Merit Reporter.

Level 3-To qualify for Level 3, an Official Court Reporter must be either a Realtime Certified Reporter or possess ten (10) years of court reporting experience for a United

States District Court and be a Registered Merit Reporter. Time spent serving as a contract or per-diem reporter in a Federal Court may be credited toward the ten-year requirement.

Level 4-To qualify for Level 4, an Official Court Reporter must be either a Realtime Certified Reporter with ten (10) years of court reporting experience for United States District Court or be a Realtime Certified Reporter and be a Registered Merit Reporter. Time spent serving as a contract or per-diem reporter in a Federal Court may be credited toward the ten-year requirement.

Level 5- To qualify for Level 5, an Official Court Reporter must be a Realtime Certified Reporter, have ten (10) years of court reporting experience for a United States District Court and be a Registered Merit Reporter. Time spent serving as a contract or per-diem reporter in a Federal Court may be credited toward the ten-year requirement

Salary levels as of 4/9/2007 Level 1 - \$67,631 Level 2 - \$71,013 Level 3 - \$74,394 Level 4 - \$77,776 Level 5 - \$81,857

Official Court Reporters are eligible for health and life insurance benefits and are also eligible for retirement benefits. The Federal Financial Reform Act requires that the person selected for this position utilize direct deposit of their salary payments.

The person selected to serve in this position is subject to an FBI background check or investigation and periodic reinvestigation. This check will be performed after the person begins service in the position and retention depends upon a favorable suitability determination.

Qualifications: At least four years of prime stenographic CAT court reporting experience either in the freelance field or in other courts or a combination thereof.

The court prefers successful completion of a Certified Realtime Reporter Examination offered by the National Court Reporters Association or an equivalent qualifying examination. Applications will also be considered from reporters who are capable of Realtime reporting and who are committed to taking the examination. If the court hires a reporter who has not passed such a Realtime certification exam that reporter will be expected to take and pass such an exam within two years of appointment. Retention depends of the successful completion of the exam process.

Applicants must have qualified for a listing on the Registry of Professional Reports of the National Court Reporters Association or have passed an equivalent qualifying examination.

The successful applicant must provide all necessary equipment and software.

TO APPLY: Submit an application, resume with salary history and a cover letter to:

Nicole Stadlman

United States District Court
300 S. Phillips Ave., Suite 101
Sioux Falls, SD 57104

Application can be obtained from our website at www.sdd.uscourts.gov.